



Local Agency Formation Commission of Napa County
Subdivision of the State of California

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We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

December 2, 2013
Agenda Item No. 7a (Action)

November 25, 2013

TO: Local Agency Formation Commission

FROM: Peter Banning, Acting Executive Officer

SUBJECT: Financial Audit for Fiscal Year Ending June 30, 2013

The Commission will review a report from an outside consultant auditing the agency's financial statements for the 2012-2013 fiscal year. The report is being presented to the Commission to formally receive and file.

It is the practice of the Local Agency Formation Commission of Napa County ("Commission") to retain an outside consultant to perform an audit on the agency's financial statements for each fiscal year completed. The purpose of the audit is for a third-party to assess the reliability of the financial statements by reviewing records and testing transactions to determine their compliance with generally accepted governmental accounting standards. The audit also provides an opportunity for the third-party to identify reporting errors and omissions as well as to make suggestions for improvements.

A. Discussion

In June 2013, the Commission authorized the Executive Officer to retain Galina, LLP to conduct an independent audit of the agency's financial statements for the 2012-2013 fiscal year. Gallina completed its audit in October 2013 and found no material misstatements. The audit also found no instances of significant or unusual changes in reporting practices and does not include any suggestions for improvements. A copy of the audit is attached.

B. Analysis

Gallina's audit provides an unqualified opinion the Commission's financial statements for the 2012-2013 fiscal year are reliable representations of the agency's financial position as of June 30, 2013. This "clean" opinion affirms the Commission maintains an effective level of internal control in managing its financial records and transactions which helps to ensure maximum accountability with respect to the agency's use of public funds. The audit also affirms that the Commission is in relatively strong financial position given it finished the fiscal year with an unrestricted fund balance of \$140,048, an amount representing nearly one-third of the agency's current operating expenses.

Joan Bennett, Commissioner
Councilmember, City of American Canyon

Greg Pitts, Commissioner
Councilmember, City of St. Helena

Juliana Inman, Alternate Commissioner
Councilmember, City of Napa

Brad Wagenknecht, Chair
County of Napa Supervisor, 1st District

Bill Dodd, Commissioner
County of Napa Supervisor, 4th District

Mark Luce, Alternate Commissioner
County of Napa Supervisor, 2nd District

Brian J. Kelly, Vice Chair
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Peter Banning
Acting Executive Officer

An attached chart depicts changes in the Commission's audited fund balance since becoming a separate legal entity from the County of Napa beginning in 2001-2002.

C. Alternatives for Commission Action

The following alternative actions are available to the Commission:

Alternative One (Recommended):

Receive and file the completed audit report for 2012-2013.

Alternative Two:

Continue consideration of the item to the next regular meeting and direct staff to provide additional information as needed.

Alternative Three:

Take no action.

D. Recommendation

The Committee recommends Alternative One as outlined in the preceding section.

E. Procedures for Consideration

This item has been agendaized for formal action. The following procedures are recommended with respect to the Commission's consideration of this item:

- 1) Receive verbal report;
- 2) Invite public comment (discretionary); and
- 3) Discuss item and consider action on recommendation.

Respectfully submitted,

Peter Banning
Acting Executive Officer

Attachments:

- 1) 2012-2013 Audit Report, Prepared by Gallina, LLP
- 2) LAFCO Financial Summary Chart Since 2001-2002



October 2, 2013

To the Board of Commissioners
Local Agency Formation Commission of Napa County
Napa, California

We have audited the financial statements of the Local Agency Formation Commission of Napa County for the year ended June 30, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and, *Government Auditing Standards* as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 14, 2013. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Local Agency Formation Commission of Napa County are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2013. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We noted no sensitive estimates affecting the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. No such misstatements were noted during the course of the audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 2, 2013.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

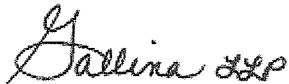
We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Commissioners and management of Local Agency Formation Commission of Napa County and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in cursive script that reads "Gallina" followed by a stylized flourish.

Roseville, California



**LOCAL AGENCY FORMATION
COMMISSION OF NAPA COUNTY**

AUDIT REPORT

**FOR THE YEAR ENDED
JUNE 30, 2013**

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LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Audit Report
For the Year Ended June 30, 2013

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LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Commission Membership

For the Year Ended June 30, 2013

<u>Name</u>	<u>Position</u>	<u>Term Expires</u>
Brad Wagenknecht	Member Napa County Board of Supervisors	May 2016
Brian J. Kelly	Vice Chair Public Member	May 2014
Joan Bennett	Member City Selection Committee	May 2015
Bill Dodd	Member Napa County Board of Supervisors	May 2014
Greg Pitts	Member City Selection Committee	May 2017
Juliana Inman	Member City Selection Committee	May 2017
Mark Luce	Alternate Member Napa County Board of Supervisors	May 2017
Gregory Rodeno	Alternate Member Public Member	May 2016

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FINANCIAL SECTION

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INDEPENDENT AUDITOR'S REPORT

Board of Commissioners
Local Agency Formation Commission of Napa County
Napa, California

Report on the Financial Statements

We have audited the accompanying financial statements of the Local Agency Formation Commission of Napa County (Commission), California, as of and for the year ended June 30, 2013, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Local Agency Formation Commission of Napa County, California, as of June 30, 2013, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 2, 2013 on our consideration of the Local Agency Formation Commission of Napa County's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Local Agency Formation Commission of Napa County's internal control over financial reporting and compliance.



Roseville, California
October 2, 2013

LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Management's Discussion and Analysis

The Local Agency Formation Commission of Napa County (Commission) administers a section of California Government Code now known as the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. The Commission is delegated regulatory and planning responsibilities to coordinate the logical formation and development of local agencies in a manner preserving agricultural and open-space resources, promoting the orderly extension of municipal services, and discouraging urban sprawl. Key duties include regulating boundary changes through annexations or detachments, approving city incorporations or disincorporations, and forming, consolidating, or dissolving special districts. The Commission is also responsible for preparing studies to inform its regulatory activities, including establishing and updating spheres of influence for all cities and special districts within its jurisdiction. Spheres are planning tools used by the Commission to designate the territory it believes represents the appropriate and probable future service area of the affected agency. All jurisdictional changes, such as annexations, must be consistent with the spheres of the affected agencies with limited exceptions. As of June 30, 2013, there are currently 23 cities and special districts subject to Commission jurisdiction in Napa County.

The Commission was first established in 1963 as an office within the County of Napa (County). From 1963 to 2000, 100% of the Commission's annual budget was funded by the County. On July 1, 2001, in conjunction with the enactment of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, the Commission became autonomous of the County in terms of fulfilling its statutory duties and responsibilities. This transition was highlighted by the Commission appointing its own executive officer and counsel as well as altering its funding to include contributions from the five cities in Napa County: American Canyon; Calistoga; Napa; St. Helena; and Yountville. The County is now responsible for funding 50% of the Commission's annual budget with the remaining portion divided among the five cities based on a locally adopted formula as provided under Government Code Section 56381.

This narrative overview and analysis of the financial activities for the fiscal year ending June 30, 2013, is offered by the Commission's manager, the Executive Officer, to provide greater context to the audit performed by the Commission's independent auditor, GALLINA LLP. Please read it in conjunction with the Commission's financial statements, which follow this section.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Commission's basic financial statements. The following Statement of Net Position and Governmental Fund Balance Sheet, and the Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balance, provide information about the activities of the Commission. The financial statements also include various note disclosures, which further describe the Commission's activities.

Government-Wide Statements

The *government-wide financial statements* are designed to provide readers with a broad overview of the Commission's finances, in a manner similar to a private sector business.

The *Statement of Net Position* presents information on all of the Commission's assets and liabilities, with the difference between the two reported as *net position*.

The *Statement of Activities* presents information showing how the Commission's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus revenues and expenses are reported in the statement for some items that will only result in cash flows in future fiscal periods (e.g. earned but unused vacation leave).

LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Management's Discussion and Analysis (continued)

Fund Financial Statements

A *fund* is a grouping of related accounts used to maintain control over resources segregated for specific activities or objectives. The Commission, like other local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Fund financial statements report essentially the same functions as those reported in the government-wide financial statements. However, unlike the government-wide financial statements, fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year.

Because the focus of governmental funds is narrower than government-wide financial statements, it is useful to compare the information presented. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate the comparison between governmental funds and government wide statements.

The Commission adopts an annual budget for its General Fund. A budgetary comparison statement has been provided for the Fund to demonstrate compliance with the budget.

Notes to Financial Statements

The notes provide additional information essential to a full understanding of the data provided in the government-wide and fund financial statements.

Required Supplementary Information (RSI)

RSI is presented concerning the Commission's General Fund budgetary schedule. The Commission adopts an annual appropriated budget for its General Fund. A budgetary comparison schedule has been provided for the General Fund to demonstrate compliance with this budget.

FINANCIAL ANALYSIS OF THE COMMISSION

Net Position

The Commission has presented its financial statements under the reporting model required by the Governmental Accounting Standards Board Statement No. 34 (GASB 34), Basic Financial Statements – and Management's Discussion and Analysis (MD&A) – for State and Local Governments.

LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Management's Discussion and Analysis (continued)

**Condensed Statement of Net Position
As of June 30,**

	<u>2013</u>	<u>2012</u>	<u>Variance</u>
Current assets	\$ 195,627	\$ 173,948	\$ 21,679
Noncurrent assets	3,933	7,864	(3,931)
Total Assets	<u>199,560</u>	<u>181,812</u>	<u>17,748</u>
Current liabilities	15,376	14,436	(940)
Long term liabilities	40,203	39,725	(478)
Total Liabilities	<u>55,579</u>	<u>54,161</u>	<u>(1,418)</u>
Net Position			
Net investment in capital assets	3,933	7,864	(3,931)
Unrestricted	140,048	119,787	20,261
Total Net Position	<u>\$ 143,981</u>	<u>\$ 127,651</u>	<u>\$ 16,330</u>

State law requires the County and the five cities of Napa County fund the Commission's budget each year. The Commission is also authorized to establish and collect fees for purposes of offsetting agency contributions. It is also the practice of the Commission to make use of its unrestricted fund balance to help cover operating costs to help minimize the fiscal impact on local agencies as long as the balance does not fall below the equivalent of three months of operating expenses. This practice of using the unrestricted fund balance to help cover operating costs occasionally results in budgeting an operating shortfall. For the fiscal year ending June 30, 2013, the Commission budgeted an operating shortfall of (\$18,811). The actual operating net was a surplus of \$16,330 due to lower than anticipated costs legal services and other operational cost savings.

Changes in Net Position

The government-wide financial statement presented on the following page represents an analysis of the Commission's governmental activities. It should be noted that *Intergovernmental Revenues* represent the amount each agency was required to contribute to the Commission's budget. The sum of these contributions and the fund balance at the beginning of the fiscal year must sum to the adopted budget.

LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Management's Discussion and Analysis (continued)

**Condensed Statement of Activities
For the Fiscal Year Ended June 30,**

	<u>2013</u>	<u>2012</u>	<u>Variance</u>
Revenues			
Intergovernmental	\$ 409,574	\$ 383,099	\$ 26,475
Planning fees	23,578	9,087	14,491
Other	180	--	180
Interest income	1,985	2,472	(487)
Total Revenues	<u>435,317</u>	<u>394,658</u>	<u>40,659</u>
Expenses			
Salaries and benefits	312,541	298,830	(13,711)
Services and supplies	102,515	107,733	5,218
Depreciation	3,931	3,931	--
Total Expenses	<u>418,987</u>	<u>410,494</u>	<u>(8,493)</u>
Change in Net Position	16,330	(15,836)	32,166
Net Position - Beginning of Year	<u>127,651</u>	<u>143,487</u>	<u>(15,836)</u>
Net Position - End of Year	<u>\$ 143,981</u>	<u>\$ 127,651</u>	<u>\$ 16,330</u>

Financial Analysis of the Commission's Governmental Fund

As noted earlier, fund accounting is used by the Commission to ensure and demonstrate compliance with finance-related legal requirements.

For the fiscal year ending June 30, 2013, the Commission reported an ending fund balance of \$180,251 for an increase of \$20,739 from the prior year.

BUDGETARY HIGHLIGHTS

The Commission practices bottom-line accounting, giving management the discretion to use excess funds in one account to offset deficits in other accounts. This allows management to minimize the fiscal impact of unanticipated increases in salaries and benefits by controlling spending in other accounts.

CAPITAL ASSETS

During fiscal year 2008-2009, the Commission purchased an electronic document management system with a cost of \$19,657. This asset is being depreciated over an estimated useful life of 5 years, using the straight-line depreciation method.

DEBT ADMINISTRATION

With the close of the fiscal year on June 30, 2013, the Commission did not have any long-term obligations outstanding, except for compensated absences totaling \$28,289.

LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Management's Discussion and Analysis (continued)

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The Commission is committed to fulfilling its state-mandated mission with as little fiscal impact on local agencies as possible. In preparing the budget for fiscal year 2013-2014 the Commission used a spending baseline to estimate how much it would cost to continue the level of its activities and services at next year's price for labor and supplies. The Commission's adopted fiscal year 2013-2014 budget is \$448,755, an overall percentage increase of 3.8% from prior year's budget which offsets inflationary increases by a saving on property rental costs resulting from moving to a more efficient office space.

CONTACTING THE COMMISSION

This financial report is designed to provide a general overview of the Commission's finances for all those interested. Through a memorandum of understanding, the County provides certain management and administrative functions, including financial management and accounting. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Local Agency Formation Commission of Napa County
1030 Seminary Street, B
Napa, California, 94559

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LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Statement of Net Position
June 30, 2013

Assets

Current Assets:

Cash in County Treasury	\$	193,527
Imprest cash		100
Deposits with others		2,000
Total Current Assets		<u>195,627</u>

Non-Current Assets:

Capital assets, net		<u>3,933</u>
Total Assets		<u>199,560</u>

Liabilities

Current Liabilities:

Accounts payable		1,555
Accrued salaries		13,821
Total Current Liabilities		<u>15,376</u>

Non-Current Liabilities:

Portion due or payable within one year:		
Compensated absences		11,914
Portion due or payable after one year:		
Compensated absences		<u>28,289</u>
Total Non-Current Liabilities		<u>40,203</u>

Total Liabilities		<u>55,579</u>
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Net Position

Net investment in capital assets		3,933
Unrestricted		<u>140,048</u>
Total Net Position	\$	<u>143,981</u>

The accompanying notes are an integral part of these financial statements.

LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Statement of Activities
For the Year Ended June 30, 2013

Expenses	
Salaries and benefits	\$ 312,541
Services and supplies	102,515
Depreciation expense	3,931
Total Expenses	<u>418,987</u>
Program Revenues	
Intergovernmental revenues:	
County of Napa	204,787
Other governmental agencies	204,787
Planning fees	23,578
Total Program Revenues	<u>433,152</u>
Net Program Revenue (Expense)	<u>14,165</u>
General Revenues	
Other revenues	180
Interest income	1,985
Change in Net Position	16,330
Net Position - Beginning of Year	<u>127,651</u>
Net Position - End of Year	<u>\$ 143,981</u>

The accompanying notes are an integral part of these financial statements.

LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Balance Sheet
Governmental Funds
June 30, 2013

Assets	
Cash in County Treasury	\$ 193,527
Imprest cash	100
Deposits with others	2,000
Total Assets	<u>\$ 195,627</u>
Liabilities	
Accounts payable	\$ 1,555
Accrued salaries	13,821
Total Liabilities	<u>15,376</u>
Fund Balance	
Assigned	12,863
Unassigned	167,388
Total Fund Balance	<u>180,251</u>
 Total Liabilities and Fund Balance	 <u>\$ 195,627</u>

The accompanying notes are an integral part of these financial statements.

LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Reconciliation of the Balance Sheet
to the Statement of Net Position
June 30, 2013

Fund balance - total governmental funds	\$	180,251
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.		3,933
Compensated absences payables are not due and payable in the current period and, therefore, are not reported in the governmental funds.		<u>(40,203)</u>
Net Position of Governmental Activities	\$	<u>143,981</u>

The accompanying notes are an integral part of these financial statements.

LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Statement of Revenues, Expenditures and Changes in Fund Balance
Governmental Funds
For the Year Ended June 30, 2013

Revenues

Intergovernmental revenues:

County of Napa

\$ 204,787

Other governmental agencies

204,787

Planning fees

23,578

Interest income

1,985

Other revenues

180

Total Revenues

435,317

Expenditures

Salaries and benefits

312,063

Services and supplies

102,515

Total Expenditures

414,578

Change in Fund Balance

20,739

Fund Balance - Beginning of Year

159,512

Fund Balance - End of Year

\$ 180,251

The accompanying notes are an integral part of these financial statements.

LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Reconciliation of the Statement of Revenues, Expenditures, and
Changes in Fund Balance to the
Statement of Activities
For the Year Ended June 30, 2013

Net change to fund balance - total governmental funds	\$	20,739
Amounts reported for governmental activities in the statement of activities are different because:		
Changes in compensated absences reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.		(478)
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.		<u>(3,931)</u>
Change in Net Position of Governmental Activities	\$	<u>16,330</u>

The accompanying notes are an integral part of these financial statements.

LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Notes to Financial Statements
June 30, 2013

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The Local Agency Formation Commission of Napa County (Commission) was created in 1963 by the California Legislature to encourage the orderly formation and development of local agencies, promote the efficient extension of municipal services, and protect against the premature conversion of agricultural and open-space lands. In 2001, following the enactment of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, the Commission became an independent agency separate from Napa County. As of June 30, 2013, there are 23 cities and special districts under the jurisdiction of the Commission in Napa County.

The Commission is comprised of five regular and three alternate members. Each member is appointed pursuant to California Government Code Section 56000 et. Seq. and represents one of the following three interests:

- County Members: Two regular and one alternate member represent Napa County. These members are Board of Supervisors. Appointments are made by the Board of Supervisors.
- City Members: Two regular and one alternate member represent the five cities in Napa County. The members are mayors or council members. Appointments are made by the City Selection Committee.
- Public Members: One regular and one alternate member represent the general public. Appointments are made by the county and city members on the Commission.

The Commission includes all activities (operations of its administrative staff and commission officers) considered to be a part of the Commission. The Commission reviewed the criteria developed by the Governmental Accounting Standards Board (GASB) in its issuance of Statement No. 14, relating to the financial reporting entity to determine whether the Commission is financially accountable for other entities. The Commission has determined that no other outside entity meets the above criteria, and therefore, no agency has been included as a component unit in the financial statements. In addition, the Commission is not aware of any entity that would be financially accountable for the Commission that would result in the Commission being considered a component unit of that entity.

B. Basis of Presentation and Accounting

Government-Wide Statements

The statement of net position and statement of activities display information about the primary government (Commission). These statements include the financial activities of the overall Commission.

The statement of activities presents a comparison between direct expenses and program revenues for the Commission's governmental activity. Direct expenses are those that are specifically associated with the Commission. Program revenues include grants and contributions that are restricted to meeting the operational or capital requirements of the Commission. Revenues that are not classified as program revenues, including all taxes and investment income, are presented as general revenues.

LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Notes to Financial Statements
June 30, 2013

NOTE 1: **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

B. Basis of Presentation and Accounting (continued)

Government-Wide Statements (continued)

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of when the related cash flows take place. Nonexchange transactions in which the Commission gives (or receives) value without directly receiving (or giving) equal value in exchange, include sales taxes and grants. Revenues from sales tax are recognized when the underlining transactions take place. Revenues from grants are recognized in the fiscal year in which all eligible requirements have been satisfied.

When both restricted and unrestricted net position are available, restricted resources are used before non-restricted resources.

Fund Financial Statements

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when measurable and available ("susceptible to accrual"). Taxes, interest, certain state and federal grants, and charges for services revenues are accrued when their receipt occurs within sixty days after the end of the accounting period so as to be measurable and available. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, are recorded only when payment is due.

The General Fund is the Commission's primary operating fund. It accounts for all financial resources of the general government.

C. Capital Assets

Capital assets are recorded at historical cost or estimated historical cost if actual historical cost is not available. Contributed fixed assets are valued at their estimated fair market value on the date contributed. The Commission defines capital assets as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Capital assets used in operations are depreciated using the straight-line method over their estimated useful lives in the government-wide statements. Depreciation begins on the first day of the fiscal year following the period the asset is placed in service and ends in the fiscal year that it is retired from service or is fully depreciated.

D. Compensated Absences

Earned vacation may be accumulated up to a maximum of 536 hours by management personnel. Supervisory employees may accumulate up to 416 hours vacation. The following chart is to be used for unused vacation benefits accrual by all other personnel.

<u>Year of Continuous Commission Service</u>	<u>Maximum Accrual of Unused Vacation Benefits</u>
Years 1 through 3	240 maximum hours
Years 4 through 10	300 maximum hours
Years 11 or more	400 maximum hours

LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Notes to Financial Statements
June 30, 2013

NOTE 1: **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

D. Compensated Absences (continued)

The Commission accounts for compensated absences in accordance with Governmental Accounting Standards Board Statement No. 16 *Accounting for Compensated Absences*. The earned vacation is payable upon termination and is reported at the current balance of the liability. There is no payout of sick leave upon termination from the Commission.

E. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

NOTE 2: **CASH**

Cash at June 30, 2013 consisted of the following:

Cash in County Treasury	<u>\$ 193,527</u>
-------------------------	-------------------

The Commission maintains all of its cash and investments with the Napa County Treasurer in an investment pool. On a quarterly basis the Treasurer allocates interest to participants based upon their average daily balances. Required disclosure information regarding categorization of investments and other deposit and investment risk disclosures can be found in the County's financial statements. Napa County's financial statements may be obtained by contacting Napa County's Auditor-Controller's office at 1195 Third Street, Room B-10, Napa, California 94559. The Napa County Treasury Oversight Committee oversees the Treasurer's investments and policies.

Required disclosures for the Commission's deposit and investment risks at June 30, 2013, were as follows:

Credit risk	Not rated
Custodial risk	Not applicable
Concentration of credit risk	Not applicable
Interest rate risk	Not available

Investments held in the County's investment pool are available on demand and are stated at cost plus accrued interest, which approximates fair value.

LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Notes to Financial Statements
June 30, 2013

NOTE 3: CAPITAL ASSETS

Changes in capital assets during the year ended June 30, 2013 were as follows:

	<u>Balance</u> <u>July 1, 2012</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance</u> <u>June 30, 2013</u>
Capital assets, being depreciated:				
Equipment	\$ 19,657	\$ --	\$ --	\$ 19,657
Less accumulated depreciation for:				
Equipment	<u>(11,793)</u>	<u>(3,931)</u>	<u>--</u>	<u>(15,724)</u>
Capital assets, net	<u>\$ 7,864</u>	<u>\$ (3,931)</u>	<u>\$ --</u>	<u>\$ 3,933</u>

NOTE 4: LONG-TERM LIABILITIES

The following is a summary of long-term liability activity of the Commission for the year ended June 30, 2013:

	<u>Balance</u> <u>July 1, 2012</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance</u> <u>June 30, 2013</u>	<u>Amount</u> <u>Due Within</u> <u>One Year</u>
Compensated Absences	<u>\$ 39,725</u>	<u>\$ 12,392</u>	<u>\$ 11,914</u>	<u>\$ 40,203</u>	<u>\$ 11,914</u>

NOTE 5: NET POSITION/FUND BALANCE

Net Position

Net position comprises the various net earnings from operating and non-operating revenues, expenses and capital contributions. Net position is classified in the following three components: net investment in capital assets, net position – restricted, and net position – unrestricted. The Commission reports net investment in capital assets and net position – unrestricted balances. Net investment in capital assets and net position – unrestricted balances consists of all capital assets, net of accumulated depreciation and reduced by outstanding debt that is attributable to the acquisition, construction and improvement of those assets. Debt related to unspent proceeds or other restricted cash and investments is excluded from the determination. Unrestricted net position consists of all other net position not included in the above categories.

LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Notes to Financial Statements
June 30, 2013

NOTE 5: NET POSITION/FUND BALANCE (CONTINUED)

Fund Balance

Governmental funds report fund balance in classifications based primarily on the extent to which the Commission is bound to honor constraints on the specific purposes for which amounts in the funds can be spent. As of June 30, 2013, fund balances for governmental funds are made up of the following:

- *Nonspendable fund balance* – amounts that are not in spendable form (such as inventory) or are required to be maintained intact.
- *Restricted fund balance* – amount constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- *Committed fund balance* – amounts constrained to specific purposes by the Commission itself, using its highest level of decision-making authority. To be reported as committed, amounts cannot be used for any other purpose unless the Commission takes the same highest level of action to remove or change the constraint.
- *Assigned fund balance* – amounts the Commission intends to use for a specific purpose. Intent can be expressed by the Commission's board or by an official or body to which the Commission's board delegates the authority.
- *Unassigned fund balance* – amounts that are available for any purpose. Positive amounts are reported only in the general fund.

The Commission's board establishes (and modifies or rescinds) fund balance commitments by adopting a final budget no later than June 15th and approving amendments as needed throughout the fiscal year. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund (such as for special incentives).

In circumstances when an expenditure is made for a purpose for which amounts are available in multiple fund balance classifications, fund balance is generally depleted in the order of restricted, committed, assigned, and unassigned.

The Commission strives to maintain an unassigned fund balance to be used for unanticipated emergencies of approximately three months of expenditures.

NOTE 6: RELATED PARTY TRANSACTIONS

During the fiscal year ended June 30, 2013, the Commission paid Napa County, a related party, \$36,149 for legal, personnel, and other support services.

In addition, the Commission received \$204,787 during the fiscal year ended June 30, 2013, from Napa County, a related party, pursuant to Government Code Section 56381. The County provides half of the intergovernmental revenue to the Commission. The other half is funded by City of Napa, City of St. Helena, City of American Canyon, City of Calistoga and Town of Yountville.

LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Notes to Financial Statements
June 30, 2013

NOTE 7: **OTHER POST-EMPLOYMENT BENEFITS (OPEB)**

The Commission contributes to the County of Napa's other post-employment benefits (OPEB) plan as a cost-sharing participant. All eligible employees of the Commission participate as County employees in the plan. The plan provides healthcare insurance benefits to eligible retirees. Benefit provisions are established and may be amended by the County. Retiree medical benefits are provided through the California Public Employees' Retirement System healthcare program.

During the fiscal year ended June 30, 2013, the Commission's contributions were \$12,139. Additional information and required disclosures can be obtained from the County's audited financial statements, available from the Auditor-Controller's Office.

NOTE 8: **DEFINED BENEFIT PENSION PLAN**

The Commission contributes to the County of Napa's retirement plan as a cost-sharing participant. All full-time employees of the Commission participate as County employees in which the County contributes to the California Public Employees' Retirement System (PERS), an agent multiple-employer public employee defined benefit pension plan. PERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. PERS acts as a common investment and administrative agent for participating public entities within the State of California. Benefit provisions and all other requirements are established by state statute. Copies of PERS annual financial reports may be obtained from their Executive Office located at 400 P Street, Sacramento, California 95814.

During the fiscal year ended June 30, 2013, the Commission's contributions were \$37,730. Additional information and required disclosures can be obtained from the County's audited financial statements, available from the Auditor-Controller's Office.

NOTE 9: **OPERATING LEASE**

The Commission is committed under a non-cancelable operating lease for photocopy machines. The minimum future lease commitments are as follows:

<u>Fiscal Year Ending June 30,</u>	<u>Amount</u>
2014	\$ 4,000
2015	4,000
	<u>\$ 8,000</u>

Rent expenditures were \$5,740 for the year ended June 30, 2013.

LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Notes to Financial Statements
June 30, 2013

NOTE 10: **RISK MANAGEMENT**

The Commission is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Commission participates in Napa County's risk pool. Information about coverage can be found in the County's basic financial statements.

NOTE 11: **RECENTLY ISSUED ACCOUNTING PRONOUNCEMENTS**

In June 2011, the GASB issued Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, effective for periods beginning after December 15, 2011. This statement provides financial reporting guidance for identifying and reporting deferred outflows of resources and deferred inflows of resources. Management has completed its assessment of this statement, determined that it would not have a material effect on the Commission's financial position or results of operations, and has implemented it.

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REQUIRED SUPPLEMENTARY INFORMATION

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LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Budgetary Comparison Schedule
June 30, 2013

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual Amounts (Budgetary Basis)</u>	<u>Variance with Final Budget</u>
Revenues				
Intergovernmental revenues	\$ 409,574	\$ 409,574	\$ 409,574	\$ --
Interest income	4,076	4,076	1,985	(2,091)
Planning fees	--	--	23,578	23,578
Other	--	--	180	180
Total Revenues	<u>413,650</u>	<u>413,650</u>	<u>435,317</u>	<u>21,667</u>
Expenditures				
Salaries and benefits	311,287	312,197	312,063	134
Services and supplies	117,243	116,333	102,515	13,818
Depreciation	3,931	3,931	3,931	--
Total Expenditures	<u>432,461</u>	<u>432,461</u>	<u>418,509</u>	<u>13,952</u>
Change in Fund Balance	<u>\$ (18,811)</u>	<u>\$ (18,811)</u>	<u>16,808</u>	<u>\$ 35,619</u>
Fund Balance - Beginning of Year			<u>159,512</u>	
Fund Balance - End of Year			<u>\$ 176,320</u>	

Explanation of Differences between Budgetary Outflows and USGAAP Expenditures:

Uses/outflows of resources:

Actual amounts (budgetary basis) "total expenditures"
from the budgetary comparison schedule

\$ 418,509

Differences - budget to USGAAP:

Depreciation expense

(3,931)

Total expenditures as reported on the statement of revenues, expenditures
and changes in fund balance

\$ 414,578

LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Notes to the Required Supplementary Information
For the Year Ended June 30, 2013

BUDGET AND BUDGETARY REPORTING

The Commission prepares and legally adopts a final budget on or before June 15th of each fiscal year.

After the budget is approved, the appropriations can be added to, subtracted from or changed only by Commission resolution. All such changes must be within the revenues and reserves estimated as available in the final budget or within revised revenue estimates as approved by the Commission.

An operating budget is adopted each fiscal year on the modified accrual basis. Additionally, encumbrance accounting is utilized to assure effective budgetary control. Encumbrances outstanding at year end represent the estimated amount of the expenditures ultimately to result if the unperformed contracts in process at year end are completed or purchase commitments satisfied. Such year end encumbrances are reported as reservations of fund balances and do not constitute expenditures or liabilities because the commitments will be honored during the subsequent year and included in the subsequent year's budget. Unencumbered appropriations lapse at year end. Budgets are prepared using generally accepted accounting principles.

The legal level of budgetary control (the level on which expenditures may not legally exceed appropriations) is at the object level. Object levels of expenditures are as follows: salaries and benefits, services and supplies, and other charges.

OTHER REPORT

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Commissioners
Local Agency Formation Commission of Napa County
Napa, California

We have audited the financial statements of the Local Agency Formation Commission of Napa County (Commission) as of and for the year ended June 30, 2013, and have issued our report thereon dated October 2, 2013. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Commission's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing our opinion on the effectiveness of the Commission's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Commission's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Board of Commissioners
Local Agency Formation Commission of Napa County

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Gallina LLP".

Roseville, California
October 2, 2013

LAFCO Financial Summary For the Past 12 Years

	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Revenues	\$ 371,817	\$ 273,774	\$ 330,510	\$ 331,580	\$ 363,529	\$ 329,214	\$ 289,341	\$ 379,499	\$ 330,942	\$ 386,070	\$ 394,658	\$ 435,317
Expenses	220,378	261,803	342,558	366,056	300,653	292,636	283,622	389,688	373,993	385,677	404,358	414,578
Surplus/Deficit	\$ 151,439	\$ 11,971	\$ (12,048)	\$ (34,476)	\$ 62,876	\$ 36,578	\$ 5,719	\$ (10,189)	\$ (43,051)	\$ 393	\$ (9,700)	\$ 20,739
Fund Balance:												
Beginning Fund Balance	\$ -	\$ 151,439	\$ 163,410	\$ 151,362	\$ 116,886	\$ 179,762	\$ 216,340	\$ 222,059	\$ 211,870	\$ 168,819	\$ 169,212	\$ 159,512
Surplus/Deficit 6/30	151,439	11,971	(12,048)	(34,476)	62,876	36,578	5,719	(10,189)	(43,051)	393	(9,700)	20,739
Ending Fund Balance	\$ 151,439	\$ 163,410	\$ 151,362	\$ 116,886	\$ 179,762	\$ 216,340	\$ 222,059	\$ 211,870	\$ 168,819	\$ 169,212	\$ 159,512	\$ 180,251
Breakdown of Fund Balance:												
Professional Services	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Operating Reserve	22,462	22,462	22,462	11,983	35,174	36,978	37,879	40,594	-	-	-	-
Petty Cash Reserve	-	-	-	-	-	-	-	-	100	100	100	100
Equipment Replacement Reserve	-	-	-	-	-	-	-	-	3,931	7,862	11,793	15,724
Future Projects	-	-	-	-	-	-	55,000	-	-	-	-	-
Reserve for Encumbrances	-	-	4,000	4,803	165	-	-	-	-	-	-	-
Available Fund Balance	28,977	40,948	24,900	100	94,423	129,362	79,180	121,276	164,788	161,250	147,619	164,427
Total Fund Balance	\$ 151,439	\$ 163,410	\$ 151,362	\$ 116,886	\$ 179,762	\$ 216,340	\$ 222,059	\$ 211,870	\$ 168,819	\$ 169,212	\$ 159,512	\$ 180,251

